

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Announcement #08-4:	ADMINISTRATIVE MANAGER
Opening Date:	April 24, 2008 (or until filled)
Developmental Salary Range (CL 29/30):	\$64,394-\$95,122
With Full Performance Salary Potential To:	\$123,668

The Clerk's Office is now accepting applications for the position of **Administrative Manager**. Persons interested in applying for this position should submit a letter of interest and resume by **May 8, 2008 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The person selected for the position will be required to undergo a background investigation.

DUTIES: The Administrative Manager is responsible for the supervision and day-to-day operation of the Administrative Section, including Budget, Financial/Procurement, Court Sessions, Calendaring, Judgments/Opinions, Statistics and Reporting, Mail, and Records. The Administrative Manager works closely with the Clerk, Chief Deputy Clerk, and other senior managers in identifying and implementing administrative policies within the clerk's office. The Administrative Manager is responsible for advising and assisting the Clerk in analyzing and complying with directives from the Administrative Office on matters of internal control procedures. Incumbent provides management and direction to the clerk's office administrative staff.

QUALIFICATIONS: Applicants must have a high school diploma and preferably be a graduate of an accredited college or university; advanced degree in public or business administration is desirable. Experience working in a legal and/or court environment, particularly appellate courts and/or federal courts is desirable.

For CL 29, two years of specialized experience, including at least one year equivalent to work at CL 28 level. For placement at salary levels above minimum up to and including step 25 (considering competitive factors and an evaluation of quality of experience), more than one year specialized experience equivalent to work at CL 28 level.

For CL 30, three years of specialized experience, including at least one year equivalent to work at CL 29 level. For placement at salary levels above minimum up to and including step 25 (considering competitive factors and an evaluation of quality of experience), more than one year specialized experience equivalent to work at CL 29 level.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible administrative, technical, professional, supervisory or managerial experience gained after completion of a bachelor's degree that is in, or closely related to, the work of the position that has provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the clerk's office.

Experience Substitutions: Excess specialized experience may be substituted for general experience.

Educational Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

**** MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT **
THROUGH JULY 31, 2008**

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 12/2006)